



<b>TO:</b>	<b>CHAIR AND MEMBERS INVESTMENT AND ECONOMIC PROSPERITY COMMITTEE MEETING ON DECEMBER 2, 2013</b>
<b>FROM:</b>	<b>HARVEY FILGER DIRECTOR, CORPORATE INVESTMENTS AND PARTNERSHIPS</b>
<b>SUBJECT</b>	<b>CITY OF LONDON COMMUNITY ARTS INVESTMENT PROGRAM CATEGORY #1 POLICY AMENDMENT</b>

**RECOMMENDATION**

That, on the recommendation of the Director, Corporate Investments and Partnerships, the attached proposed by-law (Appendix A), providing for the adoption of the amended Community Arts Investment Program (CAIP) Category #1 Policy with the effective date January 1, 2014, **BE INTRODUCED** at the Municipal Council meeting of December 17, 2013.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- CAIP Policy approved by Council (June 2000)
- CAIP Policy Update to Creative City Committee (February 9, 2009)
- Strategic Funding Framework for Council Directed Funding to Non-profit Organizations, Council (May 23, 2012)
- Council Resolution noting the IEPC suggestion that a written annual reporting to the IEPC of the Grand’s programs and financial updates would be adequate (June 25, 2013)

**BACKGROUND**

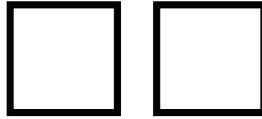
Community Arts Investment Program (CAIP) Category #1 Policy, approved by Council in June 2000, provides operating funding support to incorporated, not-for-profit arts organizations that have a board of directors representing community interests, operating revenues in excess of \$1,000,000 and an operating season of no less than five months duration. The CAIP Category #1 Program is administered on an annual basis by the City’s Culture Office.

**CAIP Category #1 Modification to Reporting Requirements**

The current process for CAIP Category #1 funding recipient reporting was recently modified by Council at its session held on June 25, 2013, as it was resolved that:

*“the communication dated April 30, 2013, from D. Harvey, Executive Director, Grand Theatre, with respect to the Grand Theatre’s semi-annual program and financial updates, BE RECEIVED; it being noted that the IEPC suggested a written annual reporting to the IEPC of its programs and financial updates (instead of a presentation from the organization) would be adequate.”*

It is proposed that these CAIP Category #1 reporting requirements be further modified to require successful applicants to be consistent with the reporting requirements of the City of London Strategic Funding Framework (SSF).



City of London Strategic Funding Framework Requirements of CAIP Category #1 Recipients

On May 22, 2012, Council approved the Strategic Funding Framework (SFF) for Council directed funding to not-for-profit organizations as part of the annual budget process, which includes the CAIP Category #1 Program. Community organizations must enter into a standard grant agreement to receive funding through the Strategic Funding Framework and this agreement provides clear consistent financial and outcome reporting requirements to be provided to Civic Administration.

CAIP Category #1 organizations, such as the Grand Theatre, sign an annual standardized Strategic Funding Framework Agreement in March of each year which requires them to provide the Manager of Culture with the following reports:

- “1. *Mid Year Report – due September 1; to include:*
  - *Outcome Reporting – mid-year report highlighting March 1 to August 31 outcomes*
  - *Financial Reporting – Mid-year financial monitoring includes March 1 to Aug. 31 revenue and expenditure statement; to be signed by the Recipient Board Chair and a CA/CMA/CGA);*
  
- 2. *3<sup>rd</sup> Quarter Financial Monitoring Report – due December 31; to include:*
  - *Financial Reporting – 3<sup>rd</sup> quarter financial monitoring includes March 1 to December 31 revenue and expenditure statement; to be signed by the Recipient Board Chair and a (CA/CMA/CGA);*
  
- 3. *Annual Report – due June 30; to include:*
  - *Outcome Reporting - Yearly activity plan, and highlighting March 31 to April 30 outcomes.*
  - *Financial Reporting – Year-end financial monitoring includes a final revenue and expenditure statement; to be signed by the Recipient Board Chair and a (CA/CMA/CGA);*
  
- 4. *Audited Financial Statement – due November of the following year; to be signed by authorized Recipient Board member and auditor.”*

Proposed CAIP Category Policy Modification

It is proposed that the following modification be made to CAIP Category #1 Policy Procedures Section d:

- d) *“Successful applicants shall be required to provide the City of London Board of Control **Manager of Culture with financial reporting in accordance with the City’s Strategic Funding Framework and any agreement entered into thereunder**”. ~~annual reporting including the provision of financial statements, complete year forecasts and the amount of the following year’s CAIP #1 funding when it is known~~. ~~In addition successful applicants shall be required to provide the City of London Board of Control with semi-annual updates.”~~*

The proposed modification to this section of the CAIP Category #1 Policy is consistent with the reporting requirements of all SFF organizations that provide progress reports to Administration.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>ROBIN ARMISTEAD, MANAGER CULTURE AND MUNICIPAL POLICY</b>	<b>HARVEY FILGER DIRECTOR, CORPORATE INVESTMENTS AND PARTNERSHIPS</b>

cc: Grand Theatre